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**TO: Economic Support Supervisors
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W-2 Agencies
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Job Center Leads and Managers**

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BHCE/BWP OPERATIONS MEMO

No: 04-26

DATE: 05/17/2004

FS	<input type="checkbox"/>	MA	<input type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input checked="" type="checkbox"/>
FSET	<input checked="" type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input checked="" type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other	EP	<input type="checkbox"/>	★		

PRIORITY: MEDIUM

SUBJECT: ENTERING NON-PARTICIPATION ON CARES SCREEN WPNH

EFFECTIVE DATE: June 1, 2004

PURPOSE

This memo is to inform Wisconsin Works (W-2), Food Stamp Employment and Training (FSET) and Children First agencies of two changes in CARES logic on screen WPNH.

CARES PROCESSING

ENTERING FUTURE DATES FOR NON-PARTICIPATION

Effective June 1, 2004, when posting hours of non-participation on WPNH, the begin date of the non-participation period cannot be a future date.

Current CARES Functionality

Currently, W-2 workers are able to post a period of non-participation on WPNH for up to 40 hours over a seven-day period. Both the begin-date and the end-date for the non-participation can be future dates.

FSET and Children First workers may also enter non-participation on WPNH, but only for one day at a time (i.e., the begin and end-date of the non-participation period must be the same date). Currently, this date can be a future date.

New CARES Functionality

The new CARES functionality will prevent workers from posting a future begin-date for a non-participation period on WPNH. The begin-date of the non-participation period must be either the date the worker is entering the non-participation or a past date. If a future begin-date is entered, an edit will prevent the worker from processing the screen. The error message will say: THIS CANNOT BE A FUTURE DATE.

W-2 workers may continue to enter a future end-date for the non-participation period, provided that the full non-participation period is no more than 7 days long.

Example 1:

On July 8th, W-2 worker enters 15 hours of non-participation on WPNH for the period July 5th through July 9th. This time frame meets the requirements and CARES will process the screen.

Example 2:

On July 26th, W-2 worker enters 12 hours of non-participation on WPNH for the period July 27th through July 29th. Because the begin date of the non-participation period, July 27th, is a future date, CARES will not process the screen and an error message will be displayed.

The new CARES functionality will also prevent FSET and Children First workers from entering non-participation for a future date.

NON-PARTICIPATION PERIODS THAT OVERLAP W-2 PARTICIPATION PERIODS

Effective June 1, 2004, W-2 workers may no longer enter a period of non-participation that overlaps two W-2 participation periods.

Current CARES Functionality

Each W-2 participation period runs from the 16th of one month to the 15th of the following month. Currently, workers have the ability to enter a period of non-participation that overlaps two W-2 participation periods.

When a worker enters a period of non-participation that overlaps two W-2 participation periods, CARES does not issue any type of payment reduction for the non-participation. The Division of Workforce Solutions has just recently become aware of this problem.

New CARES Functionality

The new CARES functionality will ensure that payment reductions are imposed correctly by preventing a period of non-participation from overlapping two W-2 participation periods.

The begin and end-dates of the non-participation period must both be within the same W-2 participation period. If a period of non-participation is entered that overlaps two W-2 participation periods, an edit will prevent the worker from processing the screen.

The error message will say: CANNOT ENTER NON-PARTICIPATION THAT OVERLAPS TWO PARTICIPATION PERIODS

Example 1:

On August 12th, a W-2 worker enters a period of non-participation beginning August 9th and ending August 13th. This time frame meets the requirements and CARES will process the screen.

Example 2:

On July 14th, a W-2 worker enters non-participation for the period beginning July 12th and ending July 16th. Because, the period of non-participation overlaps two W-2 participation periods, CARES will not process the screen and an error message will be displayed.

The W-2 worker must change the end-date of the non-participation period to July 15th. The non-participation that occurred on July 16th, must be entered separately or rolled up with any non-participation that occurs during the six day timeframe that follows (a non-participation period may be entered for up to 40 hours over a seven-day period).

CONTACTS

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DWD/DWS/BWP/HH